User manual All-in-One

(copy and print machine)

Index

Authentication 1

Copying 2

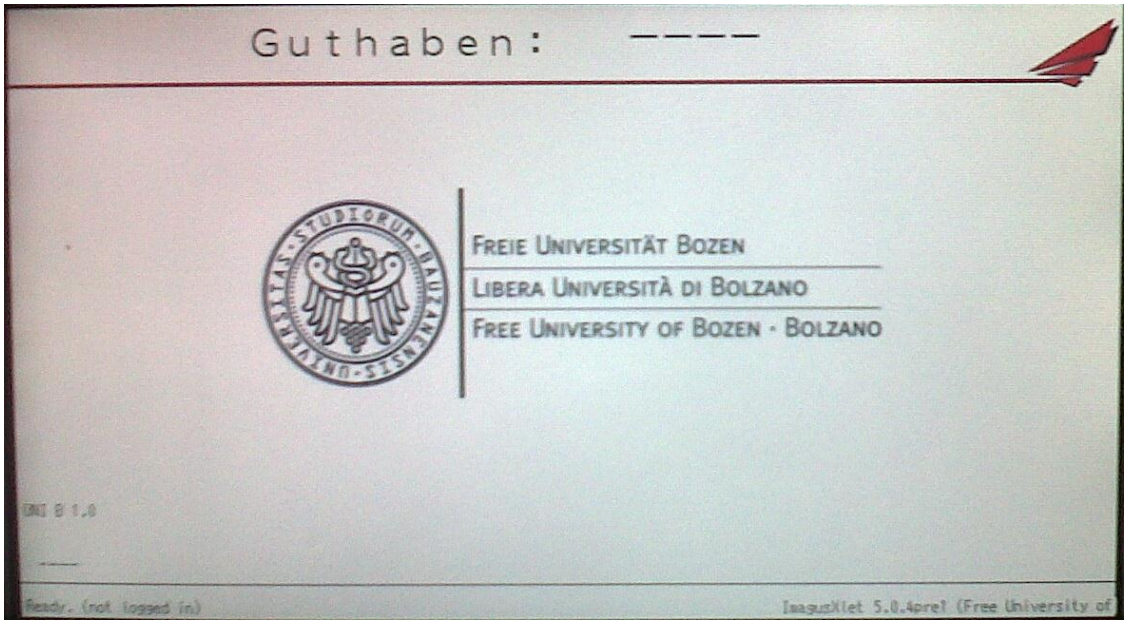
Printing 2

Print from USB-key or SD-card 3

Scan 2 USB: Scanning to USB-key or SD-card 3

Scan 2 Mail: send scanned documents to email address 4

Authentication

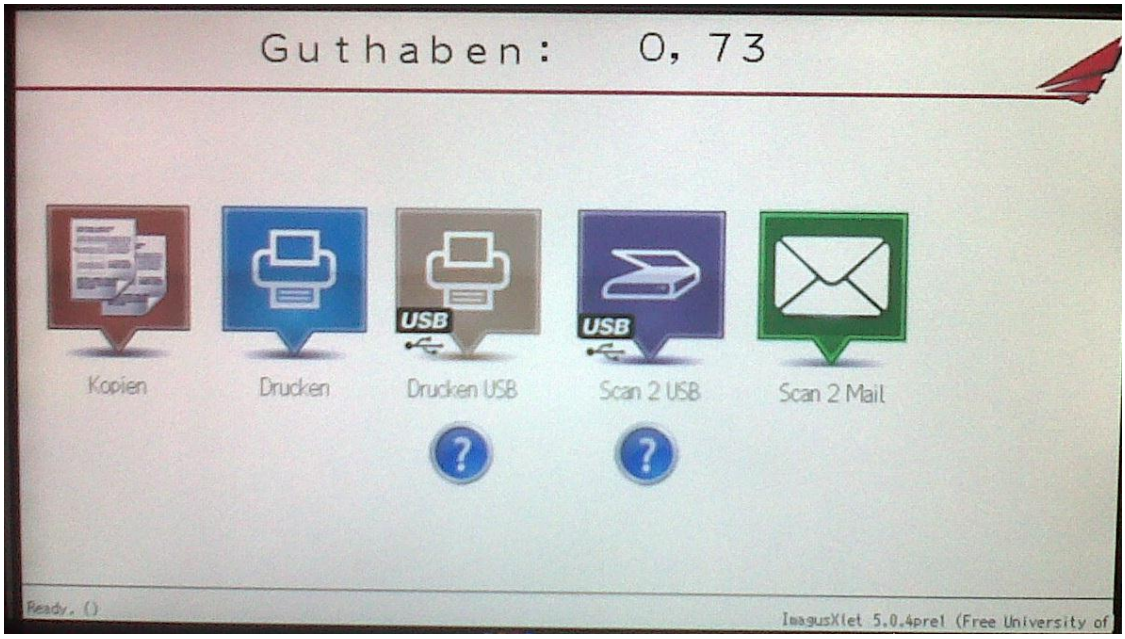


To use the services you must first login.

To login: insert the Student card into the cardreader on the right side of the machine.

Once authenticated the display shows the menu and the actual credit present on your card

Copying



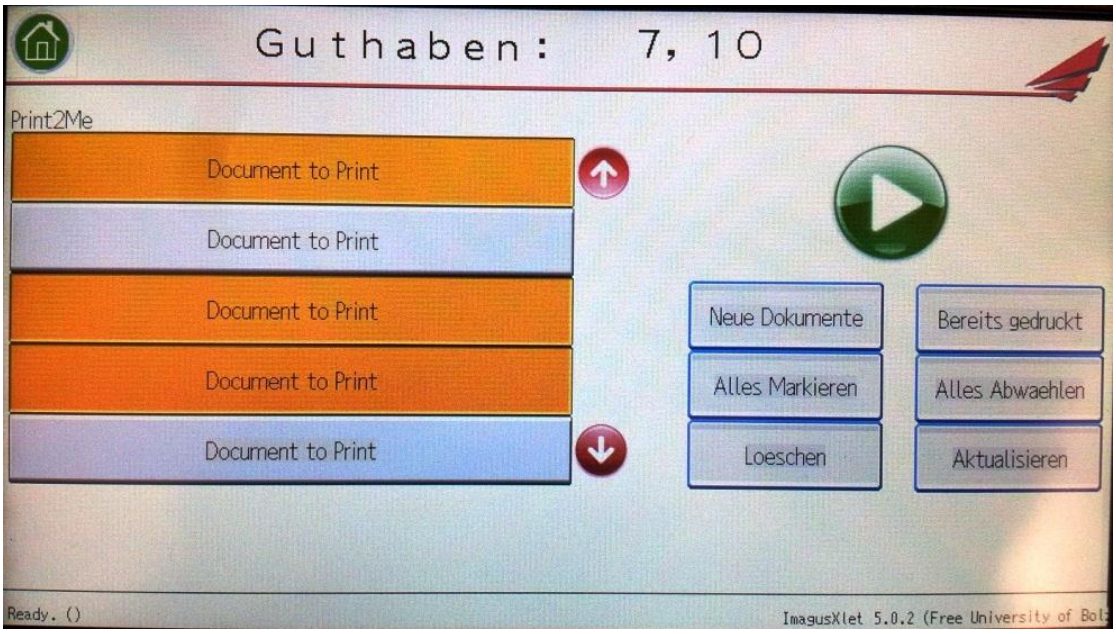
Choose the menu Copy (“Kopien”) to access the Copy function of the device.

Printing

Choose the menu Print (“Drucken”) to access the Print function of the device.

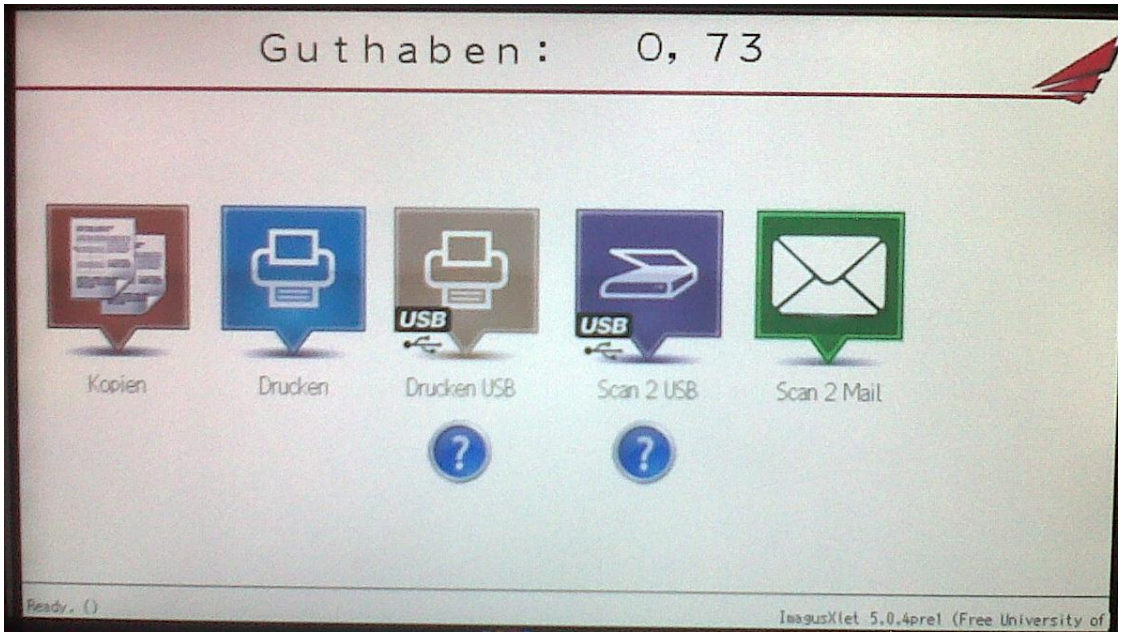
All your printable documents are shown in a list (like shown below).

Remember: you can choose any All-in-One machine to print.



Select the documents from the list which you want to print and press the print button (round green button with white triangle).

Print from USB-key or SD-card

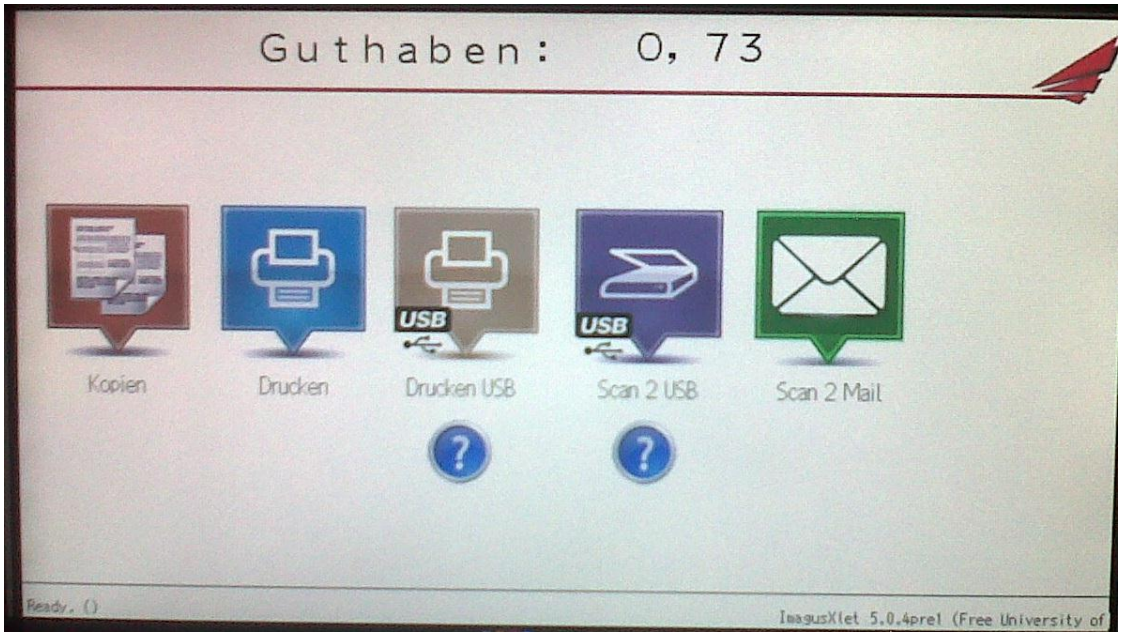


With the function “Drucken USB” you can print from USB-key or SD-card. Insert the USB-key or SD-card on the right side of the display to activate the function.

Attention:

- The USB-key cannot exceed max storage of 4Gb.
- The SD-card cannot exceed max storage of 8Gb.

Scan 2 USB: Scanning to USB-key or SD-card

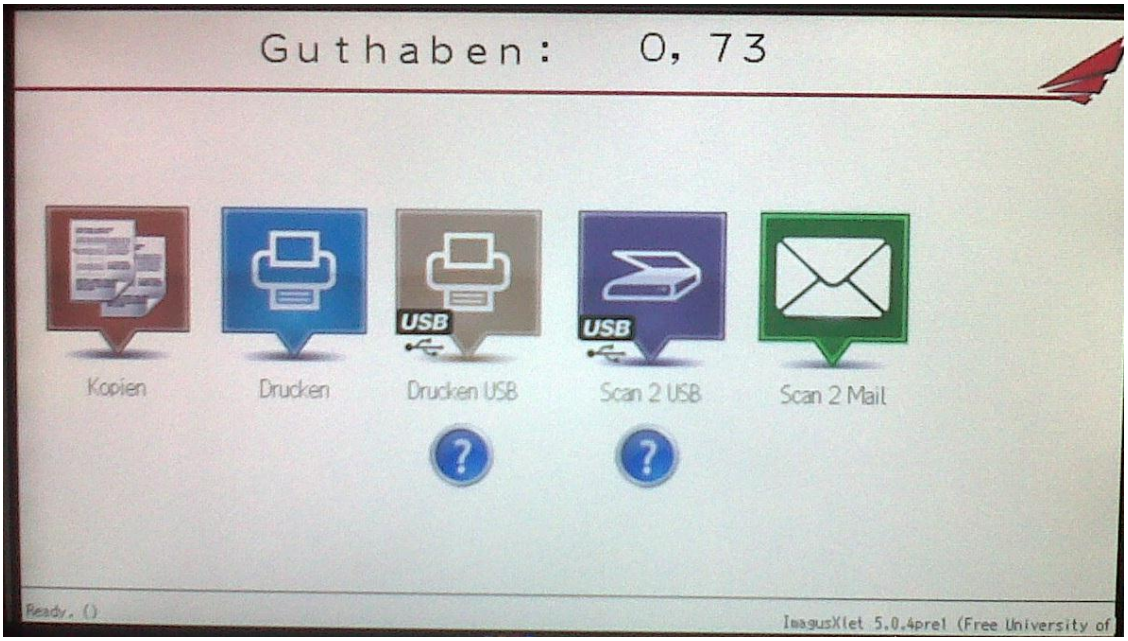


With the function “Scan 2 USB” you can save scanned documents on USB-key or SD-card. Insert the USB-key or SD-card on the right side of the display to activate the function.

Attention:

- The USB-key cannot exceed max storage of 4Gb.
- The SD-card cannot exceed max storage of 8Gb.

Scan 2 Mail: send scanned documents to email address



The “Scan 2 Mail” function creates an email with attachment of the scanned document and sends it to your University email address.